



Public Works





Public Works

DEPARTMENT BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	161	159	159	158	158
Total FTE Positions	161	159	159	158	158
Salaries	\$5,104,680	\$5,506,779	\$5,507,548	\$5,562,850	\$5,671,656
Employee Benefits	1,513,997	1,525,297	1,527,590	1,635,473	1,657,416
Contractual Services					
Maintenance and Repair	1,125,332	2,393,345	2,711,354	1,597,328	1,657,237
Professional Services	35,282	266,625	151,720	20,100	20,100
Printing and Binding Services	432	3,800	3,800	280	280
Advertising and Public Relations Services	10,174	11,250	11,250	8,800	8,800
Services from Other Government Entities	15	0	0	0	0
Miscellaneous Contractual Services	773,540	289,256	131,935	221,367	221,367
Internal Services					
Copier Services	5,875	0	0	0	0
Fleet Services	784,791	867,931	867,931	836,676	836,676
Information Technology	1,345	323	323	0	0
Other Charges					
Supplies and Materials	1,025,381	1,053,689	1,239,381	1,173,489	1,103,530
Utilities	1,294,318	1,524,115	1,549,068	1,631,566	1,633,916
Travel and Training	34,644	75,726	67,051	39,512	39,512
Telecommunications	30,277	22,305	22,305	31,670	31,670
Postage and Mailing	37,990	2,710	2,763	2,195	2,195
Dues & Memberships	4,636	5,795	6,813	3,654	3,654
Courtesies to Guests	852	400	400	350	350
Other	11,290	1,320	2,820	1,000	1,000
Rentals and Leases	9,414	49,100	49,100	49,650	49,650
Capital Outlay	115,902	43,500	33,500	66,000	66,000
TOTAL	\$11,920,167	\$13,643,266	\$13,886,652	\$12,881,960	\$13,005,009
Less Revenues from the Sale of GIS Products	(\$7,122)	\$0	\$0	(\$4,000)	(\$4,000)
Less Revenues from State	(\$2,863,845)	(\$2,868,609)	(\$2,868,609)	(\$2,822,252)	(\$2,822,252)
Less Engineering Service Charges	(\$638,821)	(\$501,824)	(\$501,824)	(\$501,824)	(\$501,824)
Less Revenues Human Services Building	\$0	\$0	\$0	(\$24,595)	(\$24,595)
TOTAL CITY COST	\$8,410,379	\$10,272,833	\$10,516,219	\$9,529,289	\$9,652,338



Public Works Administration. Overall planning, leadership and guidance to the Department strategically and operationally are initiated out of the Office of the Director. In addition, human resource management, financial management, training and staff development, neighborhood coordination, operational safety and administrative support are services provided to the Department's Divisions.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	7	7	7	6	6
Total FTE Positions	7	7	7	6	6
Salaries	\$347,166	\$355,288	\$355,288	\$314,641	\$308,472
Employee Benefits	99,730	97,728	97,728	88,954	88,123
Contractual Services					
Maintenance and Repair	0	0	70	70	70
Printing and Binding Services	333	2,000	2,000	200	200
Advertising and Public Relations Services	282	500	500	900	900
Services from Other Government Entities	15	0	0	0	0
Miscellaneous Contractual Services	918	323	3,039	2,716	2,716
Internal Services					
Copier Services	1,928	0	0	0	0
Fleet Services	1,197	2,640	2,640	2,277	2,277
Other Charges					
Supplies and Materials	4,565	3,700	11,632	9,983	9,983
Travel and Training	11,251	23,716	12,927	6,162	6,162
Telecommunications	2,573	980	980	797	797
Postage and Mailing	324	460	513	185	185
Dues & Memberships	1,272	1,270	1,288	669	669
Courtesies to Guests	340	200	200	100	100
Miscellaneous/Other Contractual Services	161	800	800	0	0
Capital Outlay	(599)	0	0	0	0
TOTAL	\$471,456	\$489,605	\$489,605	\$427,654	\$420,654



Public Works Administration Budget Description

The Proposed FY 2004 Public Works Administration budget of \$420,654 represents a 14.08% decrease of \$68,951 as compared to the Adopted FY 2003 budget of \$489,605.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$14,735 to fund transition period and pay out accrued leave for Administrative Manager upon retirement.
- ◆ \$1,800 decrease in Printing & Binding services.
- ◆ \$4,565 decrease in Travel & Training.
- ◆ \$601 decrease in Dues & Memberships.

The department requested \$496,064

Major items requested not proposed for funding include:

- ◆ \$14,735 to fund transition period and pay out accrued leave for Administrative Manager upon retirement.
- ◆ \$2,000 reduction in Training based on historical spending pattern.
- ◆ \$155 reduction for pagers.
- ◆ \$400 reduction in Miscellaneous.
- ◆ \$58,700 reduction due to elimination of Financial Coordinator position.

The Proposed FY 2004 Public Works Administration budget was adopted with the following changes:

- ◆ \$6,169 increase in Salaries reflecting a two percent general salary increase.
- ◆ \$528 reduction in Employee Benefits.



Public Works Buildings and Grounds – Building Maintenance. Performs custodial services, preventative maintenance and emergency repair of approximately one million square feet of City owned buildings, parking decks and structures located in parks and stadiums. Some of the equipment maintained by the Division includes HVAC, electrical and plumbing systems, lock and key services as well as carpentry services. Building Maintenance maintains all athletic field lighting, fencing, pavilions and playground equipment located at City Stadium and parks throughout the City. The Division is responsible for (1) the opening, closing and repair of the pool located in Miller Park; (2) moving furniture and equipment for City departments as requested; (3) delivering mail to City Council and providing support during Council meetings; (4) providing support for special events; and (5) sidewalk snow removal at City buildings as well as providing other services during emergency situations. The Division also provides support to the Registrar's Office during elections by delivering and setting up voting booths and other items need on Election Day. In addition, Building Maintenance provides service for the office-recycling program for Waste Management.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	39	46	46	44	44
Total FTE Positions	39	46	46	44	44
Salaries	\$996,362	\$1,262,716	\$1,265,778	\$1,265,180	\$1,289,244
Employee Benefits	334,980	382,048	382,048	411,178	416,601
Contractual Services					
Maintenance and Repair	75,204	89,945	218,741	221,907	221,907
Professional Services	81	85	1,685	1,700	1,700
Printing and Binding Services	99	600	600	80	80
Advertising and Public Relations Services	208	150	150	150	150
Miscellaneous Contractual Services	126,619	164,298	40,153	36,857	36,857
Internal Services					
Fleet Services	27,652	27,921	27,921	28,038	28,038
Other Charges					
Supplies and Materials	219,487	297,423	444,660	270,126	270,126
Utilities	406,165	568,685	568,685	506,460	506,460
Travel and Training	4,443	6,000	7,759	5,400	5,400
Telecommunications	14,852	10,240	10,240	16,600	16,600
Postage and Mailing	20	70	70	70	70
Dues & Memberships	324	75	75	80	80
Landfill, Prior Years Equipment, Miscellaneous	75	170	170	0	0
Rentals and Leases	3,774	3,900	3,900	4,300	4,300
TOTAL	\$2,210,345	\$2,814,326	\$2,972,635	\$2,768,126	\$2,797,613

***Public Works Buildings and Grounds – Building Maintenance Operating Expenses Budget Description***

The Proposed FY 2004 Public Works Building Maintenance budget of \$2,768,126 represents a 1.64% decrease of \$46,200 as compared to the Adopted FY 2003 budget of \$2,814,326.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$12,850 increase in Maintenance & Utilities for Armstrong School (29,568 square feet).
- ◆ Increase in Utilities due to increase in rates for natural gas (estimated 13.5%) and water (5%).
- ◆ Professional Services and Telecommunications line item increase due to new Chart of Accounts.

The department requested \$2,941,199.

Major items requested not proposed for funding include:

- ◆ \$17,266 reduction in Wage based on historical spending pattern.
- ◆ \$1,913 reduction in Employee Benefits due to reduction in Wage funding.
- ◆ \$2,165 reduction for software.
- ◆ \$20,324 reduction in Building Maintenance & Repair based on historical spending pattern.
- ◆ \$4,136 reduction in Miscellaneous Contract Services because funding is not designated for a specific purpose.
- ◆ \$250 reduction in Forms & Stationery.
- ◆ \$1,962 reduction in Custodial Supplies based on current level spending.
- ◆ \$3,397 reduction in Safety Supplies based on historical spending pattern and the reallocation of two FTE's and a year round Wage position to the Human Services Building.
- ◆ \$43,290 reduction in Utilities – Electricity based on historical spending and taking into account a 13% rate increase.
- ◆ \$75,721 reduction in Utilities – Natural Gas based on historical spending and taking into account a 13% rate increase.

The Proposed FY 2004 Public Works Building Maintenance budget was adopted with the following changes:

- ◆ \$29,487 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Public Works Buildings and Grounds – Parks and Grounds Maintenance. Provides grounds maintenance for all City property except school property (over 700 acres). Includes weed and leaf removal, mowing, landscaping, sodding, planting, pruning and seeding as well as fertilizer and pesticide application. The contract forestry service maintains street trees and trees located on other public property. The City's annual flower/spring bulb program is carried out within this work unit.

All athletic fields at the City's parks, recreational facilities and the City Stadium are maintained to regulation. Provide maintenance and repairs to all recreation buildings and equipment. During winter months, personnel assist in the maintenance of fences, posts, benches, playground equipment, tables and other equipment located in the City parks and in snow removal. Personnel provide support for festivals and maintain bikeways and hiking trails.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	37	32	32	32	32
Total FTE Positions	37	32	32	32	32
Salaries	\$1,219,705	\$1,152,593	\$1,152,593	\$1,150,164	\$1,167,989
Employee Benefits	334,806	287,731	287,731	310,240	314,156
Contractual Services					
Maintenance and Repair	168,562	163,500	216,180	232,658	232,658
Professional Services	390	750	750	400	400
Printing and Binding Services	0	1,200	1,200	0	0
Advertising and Public Relations Services	338	500	500	500	500
Miscellaneous Contractual Services	75,180	71,600	20,600	20,959	20,959
Internal Services					
Fleet Services	275,683	322,752	322,752	309,119	309,119
Information Technology	113	0	0	0	0
Other Charges					
Supplies and Materials	237,321	228,396	246,999	230,195	230,195
Utilities	128,554	153,430	153,430	149,794	149,794
Travel and Training	5,624	5,010	5,365	4,450	4,450
Telecommunications	2,806	3,360	3,360	2,940	2,940
Postage and Mailing	365	500	500	500	500
Dues & Memberships	408	250	1,250	275	275
Miscellaneous	49,209	350	350	1,000	1,000
Rentals and Leases	618	500	500	500	500
TOTAL	\$2,499,682	\$2,392,422	\$2,414,060	\$2,413,694	\$2,435,435
Less Revenues from Adopt-A-Bed Flower Program	\$0	\$0	\$0	(\$6,000)	(\$6,000)
TOTAL CITY COST	\$2,499,682	\$2,392,422	\$2,414,060	\$2,407,694	\$2,429,435

***Public Works Buildings and Grounds – Parks and Grounds Maintenance Operating Budget Description***

The Proposed FY 2004 Public Works Parks and Grounds Maintenance budget of \$2,413,694 represents a 0.09% increase of \$21,272 as compared to the Adopted FY 2002 budget of \$2,392,422.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ Addition of Maintenance & Utilities for improved Riverfront Festival Park (two acres of irrigated turf, treelawn and trail).
- ◆ Maintenance of grounds/athletic field at Armstrong School (6 acres).
- ◆ Increase in Utilities due to addition of Cancer Awareness Garden as well as increase in rates for natural gas (13.5% rate increase estimated), electricity (13%) and water (5%).
- ◆ Addition of Maintenance & Utilities for a bathroom facility at the Ed Page Entrance to Blackwater Creek Natural Area and for the expanded Cemetery Center (2,080 square feet).
- ◆ Increase in Overtime based on historical spending pattern.
- ◆ Increase in Supplies & Materials due to elimination of Operation Plant-a-Tree Program funding, additional materials for Riverfront Festival Park and improvements to landscape at City Stadium.

The department requested \$2,543,283.

Major items requested not proposed for funding include:

- ◆ \$54,274 reduction in Wage based on historical spending pattern.
- ◆ \$4,152 reduction in Employee Benefits based on reduction in Wage.
- ◆ \$350 reduction in Medical & Dental with the recommendation that the department utilize the service of the City Nurse.
- ◆ \$5,650 reduction in Building Maintenance & Repair based on historical spending pattern.
- ◆ \$7,961 reduction in Janitorial Supplies based on historical spending pattern.
- ◆ \$200 reduction in Laundry Services based on historical spending pattern.
- ◆ \$132 reduction in Miscellaneous Contractual Services based on historical spending pattern.
- ◆ \$1,000 reduction in Forms & Stationery based on historical spending pattern.
- ◆ \$500 reduction in Protective Wear based on historical spending pattern.
- ◆ \$250 reduction in Subscriptions and Audio Visual equipment based on historical spending pattern.
- ◆ \$500 reduction in Food based on historical spending pattern.
- ◆ \$12,010 reduction in Minor Equipment based on historical spending pattern.
- ◆ \$41,410 reduction in Utilities based on historical spending pattern and taking into account rate increase.
- ◆ \$100 reduction in Mileage Reimbursement with the recommendation that employees utilize City pool vehicles when possible.
- ◆ \$1,100 reduction in Miscellaneous.

The Proposed FY 2004 Public Works Parks and Grounds Maintenance budget was adopted with the following changes:

- ◆ \$21,741 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Public Works Engineering Division. Provides a variety of professional and technical work relating to the physical development of the City. Responsible for the design, development, and supervision of construction projects for the City. Responsibilities include capital project planning for buildings, streets, water and sewer facilities, street and bridge maintenance programs, and solid waste facilities. Monitors the need for various traffic control devices and street improvements. Reviews all street design improvements and geometric. Oversees the City's street lighting system and coordinates the signals at 103 intersections in the City. Maintains a close liaison with State and Federal Highway Administration on all matters of concern to the City. Acquires and disposes of municipal real property for City use and manages City-owned property leases. The Director of Engineering also oversees the Geographic Information System and assists on the Technical Review Committee.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	38	31	31	31	31
Total FTE Positions	38	31	31	31	31
Salaries	\$1,413,878	\$1,394,788	\$1,392,495	\$1,385,815	\$1,413,005
Employee Benefits	399,875	375,497	377,790	388,281	394,181
Contractual Services					
Maintenance and Repair	4,925	3,000	3,267	12,990	12,990
Professional Services	3,695	0	0	8,000	8,000
Advertising and Public Relations Services	4,974	2,000	2,000	2,000	2,000
Miscellaneous Contractual Services	30,004	31,235	46,343	14,800	14,800
Internal Services					
Copier Services	3,947	0	0	0	0
Fleet Services	42,744	45,791	45,791	47,465	47,465
Other Charges					
Supplies and Materials	111,728	160,715	160,715	165,125	165,125
Utilities	758,144	800,000	824,953	834,500	834,500
Travel and Training	10,123	16,000	16,000	10,000	10,000
Telecommunications	8,753	6,620	6,620	8,528	8,528
Postage and Mailing	832	1,240	1,240	1,100	1,100
Dues & Memberships	2,304	4,050	4,050	2,250	2,250
Courtesies to Guests	512	200	200	250	250
Miscellaneous Expenses	3,943	0	0	0	0
Rentals and Leases	221	40,000	40,000	40,000	40,000
Capital Outlay	17,999	0	0	38,000	38,000
TOTAL	\$2,818,601	\$2,881,136	\$2,921,464	\$2,959,104	\$2,992,194
Less Revenues from State (Highway Maintenance)	\$0	\$0	\$0	(\$800,000)	(\$800,000)
Less Engineering Service Charges	(\$638,821)	(\$501,824)	(\$501,824)	(\$501,824)	(\$501,824)
TOTAL CITY COST	\$2,179,780	\$2,379,312	\$2,419,640	\$1,657,280	\$1,690,370



Public Works Engineering Division Operating Budget Description

The Proposed FY 2004 Public Works Engineering budget of \$2,959,104 represents a 2.71% increase of \$77,968 as compared to the Adopted FY 2003 budget of \$2,881,136.

No significant changes were introduced in the Requested FY 2004 budget.

The department requested \$2,975,070.

Major items requested not proposed for funding include:

- ◆ \$6,020 reduction in Overtime based on historical spending pattern.
- ◆ \$1,330 reduction in Uniforms based on historical spending pattern.
- ◆ \$350 reduction in Forms & Stationery based on historical spending pattern.
- ◆ \$14,000 reduction in Office Supplies based on historical spending pattern.
- ◆ \$225 reduction in Protective Wear based on historical spending pattern.
- ◆ \$966 reduction in Subscriptions based on historical spending pattern.
- ◆ \$900 reduction in Safety Supplies based on historical spending pattern.
- ◆ \$875 reduction in Survey Expense based on historical spending pattern.
- ◆ \$1,050 reduction in Minor Equipment based on historical spending pattern.
- ◆ \$10,500 reduction in Training based on historical spending pattern.
- ◆ \$200 reduction in Pagers based on historical spending pattern.
- ◆ \$1,835 reduction in Dues & Memberships based on historical spending pattern.

Additional changes introduced in the Proposed FY 2004 budget include:

- ◆ \$20,000 increase in Equipment Replacement to purchase survey equipment.
- ◆ \$900 budgeted for employee safety picnic.

The Proposed FY 2004 Public Works Engineering budget was adopted with the following changes:

- ◆ \$33,090 increase in Salaries and Employee Benefits reflecting a two percent salary increase.



Public Works Geographic Information System. Provides graphical interface to land area within the City limits with topography, water, sewer, roads, structures and parcels. This system is used to support the Combined Sewer Overflow Program, Economic Development, private developers and various City departments for planning purposes.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	0	3	3	3	3
Total FTE Positions	0	3	3	3	3
Salaries	\$1,029	\$112,616	\$112,616	\$109,252	\$111,437
Employee Benefits	236	31,619	31,619	33,606	34,106
Contractual Services					
Maintenance and Repair	0	0	125,000	108,000	108,000
Applications Development Services	0	250,000	125,000	126,000	126,000
Other Charges					
Supplies and Materials	0	0		6,250	6,250
Travel and Training	0	20,000	20,000	10,500	10,500
Capital Outlay	0	33,500	33,500	28,000	28,000
TOTAL	\$1,265	\$447,735	\$447,735	\$421,608	\$424,293
Less Revenue from the Sale of GIS Products	(\$7,122)	\$0	\$0	(\$4,000)	(\$4,000)
TOTAL CITY COST	(\$5,857)	\$447,735	\$447,735	\$417,608	\$420,293

Budget Description

The Proposed FY 2004 Public Works GIS budget of \$421,608 represents a 5.84% decrease of \$26,127 as compared to the Adopted FY 2003 budget of 447,735. This Division was funded in FY 2003 by the General Fund (50%), Solid Waste Fund (10%), Water Fund (20%) and Sewer fund (20%).

Significant changes introduced in the Requested FY2004 budget include:

- ◆ \$16,000 decrease in Contractual Services due to reallocation of expenses to more appropriate categories in the new Chart of Accounts.
- ◆ \$6,500 in Supplies & Materials to cover plotting supplies for interdepartmental GIS requests and general office supplies.
- ◆ \$8,000 decrease in Travel & Training.
- ◆ \$4,500 decrease in Capital Outlay.

The department requested \$423,358.

Major items requested not proposed for funding include:

- ◆ \$250 reduction in Office Supplies based on the fact that most supplies for the department are specialized and budgeted in other codes.
- ◆ \$500 reduction in Mileage Reimbursement with the recommendation that employees utilize City pool vehicles.
- ◆ \$1,000 reduction in Meals/Lodging based on historical spending pattern.

The Proposed FY 2004 Public Works GIS budget was adopted with the following changes:

- ◆ \$2,685 increase in Salaries and Benefits reflecting a two percent general salary increase.



Public Works Snow and Ice Removal. The snow and ice removal program involves nearly all Public Works personnel and equipment to clear over 847 lane miles of City streets of snow, ice and slush. The City also maintains two salt barns capable of storing over 6,000 tons of rock salt. There is also a store of slag material and two 5,000-gallon liquid calcium chloride tanks.

The only labor expenses charged to this budget are those overtime costs directly associated with snow/ice removal operations. All non-overtime labor costs are charged to the regular, full or part-time wage code for the employees' home divisions.

For those accounts in which trends and averages would have been the prime factor for budget calculation, the budget has been set based on predictions of minimal snowfall for the year.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Salaries	\$33,783	\$50,000	\$50,000	\$43,000	\$43,000
Employee Benefits	2,465	6,579	6,579	3,290	3,290
Contractual Services					
Maintenance and Repair	0	6,000	6,000	10,000	10,000
Professional Services	3,528	4,790	4,790	0	0
Advertising and Public Relations Services	0	100	100	250	250
Miscellaneous Contractual Services	63	10,000	10,000	3,000	3,000
Internal Services					
Fleet Services	86,008	112,078	112,078	99,339	99,339
Other Charges					
Supplies and Materials	92,889	83,400	83,400	84,875	84,875
Utilities	1,455	2,000	2,000	1,500	1,500
Postage and Mailing	0	15	15	15	15
Rentals and Leases	101	0	0	150	150
Capital Outlay	23,535	0	0	0	0
TOTAL	\$243,827	\$274,962	\$274,962	\$245,419	\$245,419
Less Revenues from State	(\$97,862)	(\$170,637)	(\$170,637)	(\$167,903)	(\$167,903)
TOTAL CITY COST	\$145,965	\$104,325	\$104,325	\$77,516	\$77,516

Budget Description

The Proposed FY 2004 Public Works Snow Removal budget of \$245,419 represents a 10.74% decrease of \$29,543 as compared to the Adopted FY 2003 budget of \$274,962.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$10,000 budgeted for the use of outside contractors during significant storms reallocated from Miscellaneous Contractual Services to Maintenance & Repair Services, as the Highway/Streets Services code is more appropriate.

The department requested \$253,804.

Major items requested not proposed for funding include:

- ◆ \$7,000 reduction in Overtime.
- ◆ \$535 reduction in Employee Benefits
- ◆ \$250 reduction in Advertising
- ◆ \$600 reduction in Protective Wear.

The Proposed FY 2004 Public Works Snow Removal budget was adopted without changes.



Public Works Street Maintenance. The program encompasses the administration and maintenance of approximately 847 lane miles of roadway, 340 lane-miles of shoulders and 181 miles of sidewalks. The administration includes functions such as budget control, staffing, planning, employee development and centralized processing of the core business personnel, payroll transactions and records. The maintenance is done by City street crews and private contractors through various types of patching and surface repairs, road shoulder maintenance and drainage maintenance. The traffic-maintenance program provides maintenance, fabrication and installation services for all regulatory and non-regulatory signs and pavement markings. Street sweeping and leaf collection are also considered core functions of the Streets Division. Nearly all functions of the Streets Division are eligible for full-reimbursement from the Virginia Department of Transportation (VDOT). Nearly one-third of the Streets Division's budget is to be used for contractual repairs and installations of sidewalks, guardrails and drainage fields and ditches.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	40	40	40	40	40
Total FTE Positions	40	40	40	40	40
Salaries	\$1,092,757	\$1,178,778	\$1,178,778	\$1,261,244	\$1,284,380
Employee Benefits	341,905	344,095	344,095	387,773	393,023
Contractual Services					
Maintenance and Repair	876,641	2,130,900	2,142,096	1,008,300	1,008,300
Professional Services	27,573	11,000	19,495	10,000	10,000
Advertising and Public Relations Services	4,387	8,000	8,000	5,000	5,000
Miscellaneous Contractual Services	540,756	11,800	11,800	12,535	12,535
Internal Services					
Fleet Services	352,739	357,072	357,072	350,438	350,438
Other Charges					
Supplies and Materials	359,388	280,055	291,975	310,675	310,675
Travel and Training	3,203	5,000	5,000	3,000	3,000
Telecommunications	1,293	1,105	1,105	2,205	2,205
Postage and Mailing	36,449	425	425	325	325
Dues & Memberships	328	150	150	380	380
Miscellaneous Other Charge	1,058	0	1,500	0	0
Rentals and Leases	4,700	4,700	4,700	4,700	4,700
Capital Outlay	31,811	10,000	0	0	0
TOTAL	\$3,674,988	\$4,343,080	\$4,366,191	\$3,356,575	\$3,384,961
Less Revenues from State	(\$2,765,983)	(\$2,697,972)	(\$2,697,972)	(\$1,854,349)	(\$1,854,349)
TOTAL CITY COST	\$909,005	\$1,645,108	\$1,668,219	\$1,502,226	\$1,530,612

***Public Works Street Maintenance Operating Budget Description***

The Proposed FY 2004 Public Works Street Maintenance budget of \$3,356,575 represents a 22.7% decrease of \$986,505 as compared to the Adopted FY 2003 budget of \$4,343,080.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ 9,360 additional funding of for Full-Time Wages along with the corresponding amounts for FICA (\$580), Medicare (\$136) and VRS (\$1,427) to compensate six permanent crew leader positions.
- ◆ \$1,000,000 decrease in funds requested for paving that will reallocated in the Capital Improvements Program for FY 2004.
- ◆ 28% increase for Miscellaneous Contractual Services due, primarily, to increased rental and repair costs for uniforms and the addition of a rented dumpster for the building.
- ◆ 14% increase in Supplies & Materials due to increases in the requested amounts for Traffic Maintenance Supplies and Street Maintenance & Repair Materials.
- ◆ 100% increase in Telecommunications for five cellular telephones.
- ◆ Approximately \$2,500 decrease in general supplies due to the elimination of the leaf-bag-replacement program.

The department requested \$3,363,140.

Major items requested not proposed for funding include:

- ◆ \$1,400 reduction in Uniform Rental based on historical spending pattern.
- ◆ \$175 reduction in Forms & Stationery.
- ◆ \$100 reduction in Custodial Supplies.
- ◆ \$250 reduction in Subscriptions with the recommendation that the department reduce New & Advance and Piedmont Area Journal subscriptions to one.
- ◆ \$2,300 reduction in Vehicle Maintenance.
- ◆ \$1,000 reduction in Training.
- ◆ \$1,500 reduction in Miscellaneous.

The Proposed FY 2004 Public Works Street Maintenance budget was adopted with the following changes:

- ◆ \$28,386 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Public Works Human Services Building. The Division of Buildings and Grounds will be providing building maintenance and utilities for the new Human Services Building at 822 Commerce Street. A separate subdepartment is being set up to track maintenance and utility expenditures for the purposes of state reimbursement.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions				2	2
Total FTE Positions				2	2
Salaries				\$42,748	\$43,285
Employee Benefits				12,982	13,105
Contractual Services					
Maintenance and Repair				37,338	37,338
Miscellaneous Contractual Services				4,500	4,500
Other Charges					
Supplies and Materials				59,300	59,300
Utilities				139,312	139,312
Telecommunications				600	600
TOTAL				\$296,780	\$297,440
Less Revenues from Human Services				(\$18,595)	(\$18,595)
TOTAL CITY COST				\$278,185	\$278,845

Budget Description

The Adopted FY 2004 Public Works Human Services Building budget of \$296,780 represents a 100% increase from the Adopted FY 2003.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ The introduction of this budget to better account for the maintenance of the new Human Services Building.

The department requested \$296,780.

All major items requested were proposed for funding.

The Proposed FY 2004 Public Works Human Services Building budget was adopted with the following changes:

- ◆ \$660 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



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